

**Interoperability Oversight Manager  
Government Information Technology Agency (GITA)**

AS OF: 7/16/2008

**Position Summary**

This position will serve as the member of the Public Safety Interoperable Communications (PSIC) team at GITA responsible for oversight of statewide or regional interoperability projects.

**Background**

There are many city, county, tribal and State projects which have a significant impact on public safety interoperability in the State of Arizona. Most of these projects are not under the direct control of the PSIC team at GITA nor under the direction of the Public Safety Communications Advisory Commission (PSCC), however the State monitors progress on these projects and provides input to the responsible jurisdictions regarding their direction in support of the statewide goal of achieving communications interoperability for first responders.

**Duties and Responsibilities**

Oversight & Planning

- Provides oversight to project managers, professional and technical staff for all phases of public safety interoperable communications projects, to ensure that sound IT, financial and business practices are followed, project plans are solid and projects are completed on time, within budget, and with quality.
- Coordinates with other State, federal, local, tribal and non-governmental agencies and organizations, to identify collaborative opportunities and ensure appropriate levels of strategic and tactical focus to interoperability projects.
- Develops and maintains effective working relationships with other agencies involved in implementing and operating telecommunications systems within the State.
- Supports the development and reporting of performance measures in regard to interoperability projects for which the PSIC team provides oversight.
- Reviews progress and project status reports and ensures issues and risks are identified and addressed.

Communication & Documentation

- Initiates, attends and prepares for committee, task force and coalition meetings. Speak at public meetings and outreach events.
- Prepares written documents and communications including progress and project status reports, memoranda, letters, spreadsheets, reports, web-site content, meeting summaries, white papers, policy statements, presentations, newsletters and reports.
- Organizes the preparation of Requests for Proposals (RFP) as needed.
- Develops and documents tactical plans in support of Strategic Initiatives and assigned projects.

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- Works collaboratively with other Public Safety Communications Interoperability staff statewide.

Other

- Travel within Arizona as necessary to effectively perform the duties of this position.
- All other duties as assigned in support of the mission of the PSIC team.

**Knowledge, Skills and Abilities**

- Proven track record of demonstrating effective leadership, applying project management tools and principles, and delivering successful projects.
- Background and experience with strategic planning processes and ability to develop actionable plans to drive strategic initiatives.
- Familiarity with principles and practices involved in design and implementation of telecommunications systems.
- Desired: Background and experience working with public safety organizations from multiple organizations
- Excellent communication skills with the ability to interact effectively with technical, public safety and other individuals regarding project efforts.
- Must be able to work independently, with minimal supervision but strong professional judgment regarding when to elevate issues.
- Excellent quantitative and analytical skills.
- Strong work ethic and professional demeanor and judgment
- Computer proficient – MS Office Suite and MS Outlook

**Qualifications**

- 5-10 years of progressive experience with demonstrated ability to perform similar functions.
- Strong project oversight and/or project management background and training.

**Additional Details**

All GITA positions are not covered under the State of Arizona merit system. Interested applicants should submit a resume along with a cover letter by August 22, 2008 to Barbara Nicholson, CFO by e-mail to [bnicholson@azgita.gov](mailto:bnicholson@azgita.gov) or by fax to 602-364-4799. Please no phone calls.

AA/EEO/ADA Employer.